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gofod<sup>3</sup>

 Microsoft

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## Pugh Computers

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Maximising productivity within your  
hybrid meetings, AGMs and events

Thursday 23<sup>rd</sup> June 2022

10:00am – 11:00am

 This webinar will be recorded  
(recording will be turned off for Q&A)

# Speakers



**Mark Price** – Modern Workplace Strategist at Pugh Computers

*- Maximising productivity within your Microsoft Teams & Zoom hybrid meetings, AGMs and events*

**Carwen Wynne Howells** – Trustee of The Haven Wolverhampton  
& Director of Number 63 (Soroptimist) Limited and Number 63 Hotel Limited

*- Case study: Managing the transition from traditional 'face to face' meetings to electronic and hybrid formats*



# Pugh Computers

Your Experts in Modern Workplace Solutions

**WCVA**  
Trusted Supplier



**Zoom Partner**



**Microsoft Gold Partner  
& Education Licensing  
Solutions Partner (EdLSP)**

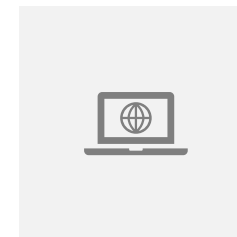
**Microsoft  
Partner**



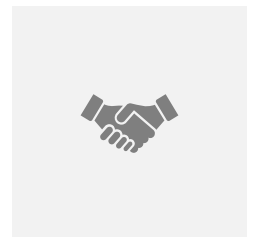
Gold Cloud Productivity  
Gold Cloud Platform  
Gold Enterprise Mobility Management  
Gold Small and Midmarket Cloud Solutions  
Silver Collaboration and Content



Software  
Licensing



Hardware  
Solutions



Professional  
Services



# Sustainable Modern Hybrid Meeting Spaces

Including huddle spaces, pods, meeting rooms, halls and executive board rooms.

Join meetings faster than ever with simple one tap join. Tired of hooking up your laptop? A dedicated **Microsoft Teams Rooms or Zoom Rooms Console** is all you need.

Engage with remote participants, share your presentations and collaborate on designs in real-time all on crystal clear **interactive touch displays**.

Bring remote participants into the room with you, with high-quality **cameras and speakers** leaving nobody feeling left out.

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Pugh work with you to develop **tailored meeting space solutions to meet your exact needs**.

Need additional support or still unsure what best suits you? We can provide **trial units, live demos, training and technical support**.



# Huddle Spaces, Pods & Small Meeting Rooms

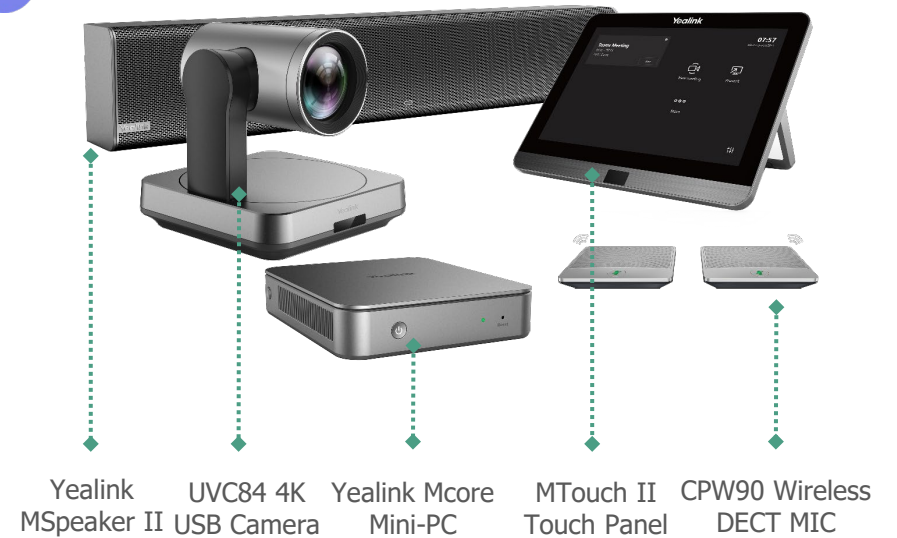
Yealink's compact MVC320 Microsoft Teams Rooms System for huddle spaces, pods and small meeting rooms



**Yealink**

# Mid-Size Meeting Rooms & Halls

Yealink's versatile MVC640-DECT Microsoft Teams Rooms System for mid-size meeting rooms and halls



# Yealink



# Large Meeting Rooms, Halls & Board Rooms

Yealink's multi-camera MVC940 Microsoft Teams Rooms System for large and extra-large meeting rooms, halls & executive board rooms



Yealink Mcore  
Mini-PC

WPP20  
Wireless  
Sharing Dongle

MTouch II  
Touch Panel

UVC86 4K  
USB Camera

AV Hub

# Blended/Hybrid Working

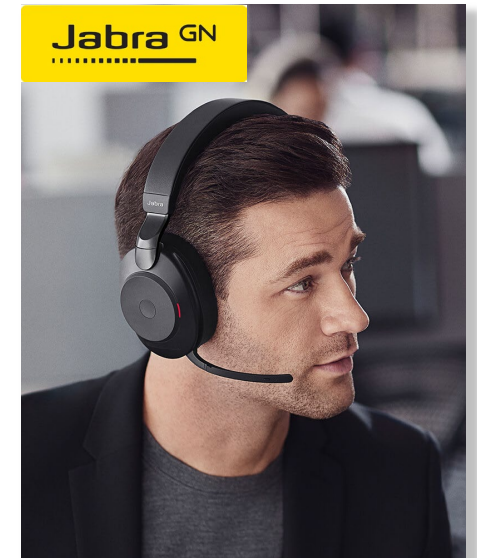
Working at home, in the office or on the go?...

...It doesn't matter when you have the right tools.



Yealink Teams and Zoom-certified desk phones

Cutting edge Microsoft Surface devices



Stylish & comfortable Teams and Zoom-certified Jabra headsets



# Why Adopt Sustainable Modern Hybrid Meeting Spaces?



**Efficiency**



**Collaboration**



**Sustainability**



**Flexibility**

# Catch up on demand...

## Mark Price

Modern Workplace Strategist at Pugh Computers

*- What sustainable modern hybrid meeting spaces are & their benefits*

## Elfed Jenkins

IT Manager & Hardware Specialist at Pugh Computers

*- How to build sustainable modern hybrid meeting spaces*

## Rhodri Jones

Head of Digital Services at Wales Council for Voluntary Action (WCVA)

*- Case study: WCVA's adoption of sustainable modern hybrid meeting spaces*



## Pugh Computers

Connecting your communities with a sustainable modern meeting space

Monday 20<sup>th</sup> June 2022

[Recording now available](#)



# Types of Event

From meetings, to webinars, to live events & conferences

Select the right option for your hybrid event



## Meetings

Equal roles  
Two-way interaction  
No registrations



## Webinars

Presenter roles  
Two-way interaction  
Supports registrations



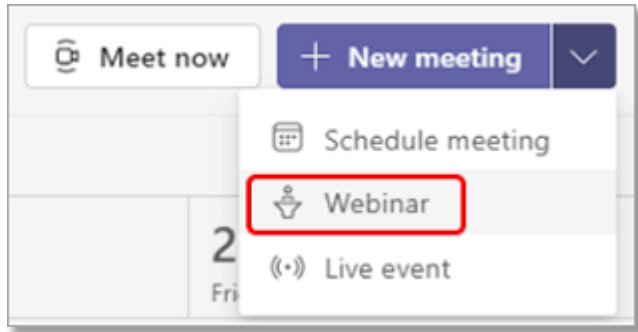
## Live Events/ Conferences

Led by hosts  
One-to-many  
Large audience





# Roles & Registrations



## Roles:

- Organiser**
- Presenters**
- Participants**



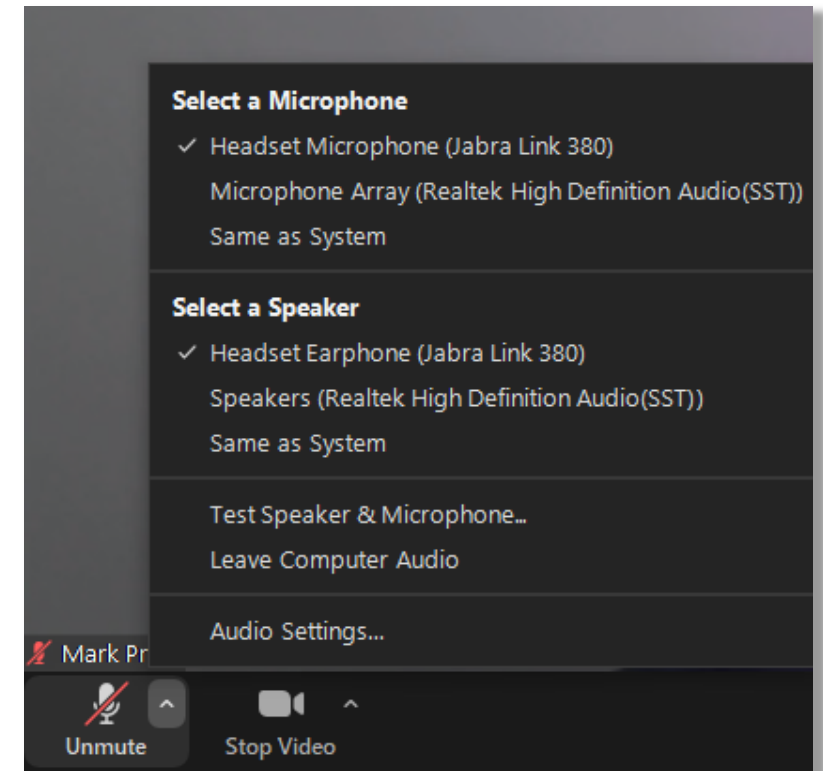
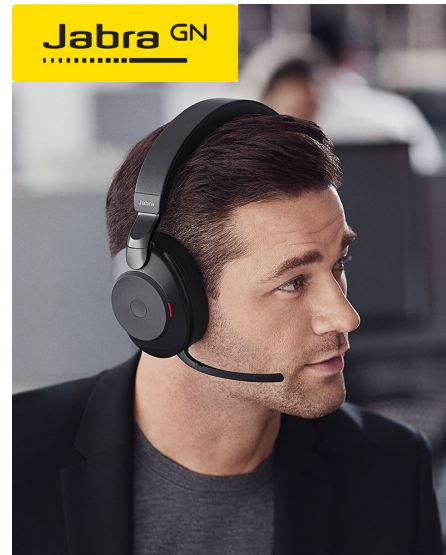
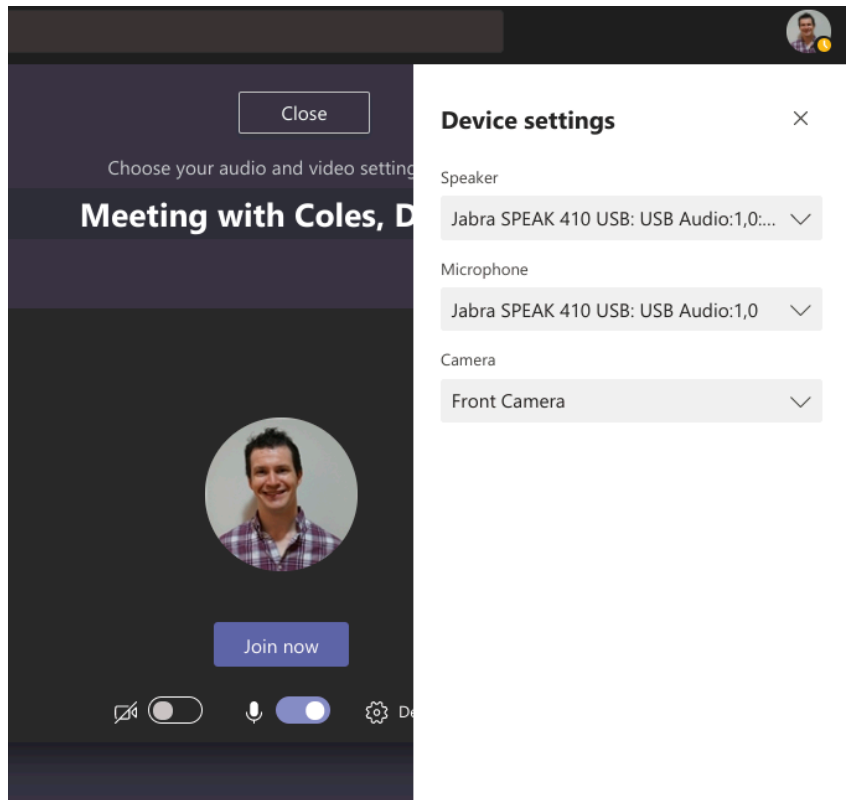
## Meeting Roles:

Host	Co-host / alternative host	Participants
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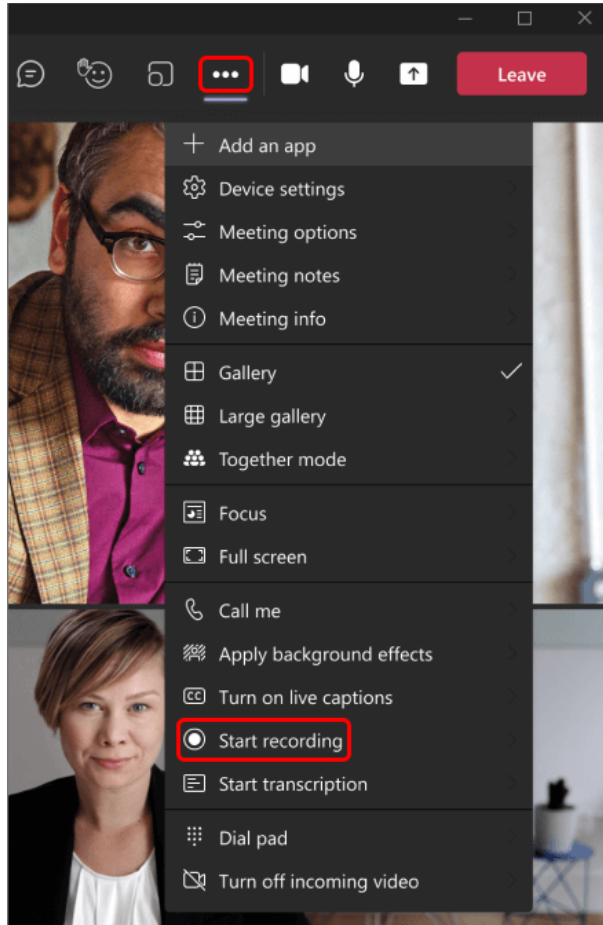
## Webinar Roles:

Host	Co-host	Panelist	Attendee
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# Device Settings



# Recordings & Transcriptions



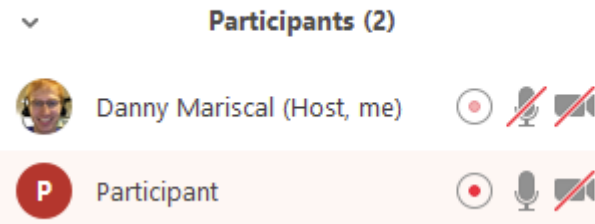
zoom



Can you record a zoom meeting if you are not the host?

Ask the host to give you recording permission. To do so, the host needs to click **'Manage Participants'** at the bottom of their window, which will show a list of participants. Hover over the participant's name, tap **'More'** and select **'Allow Record'** from the drop-down menu.

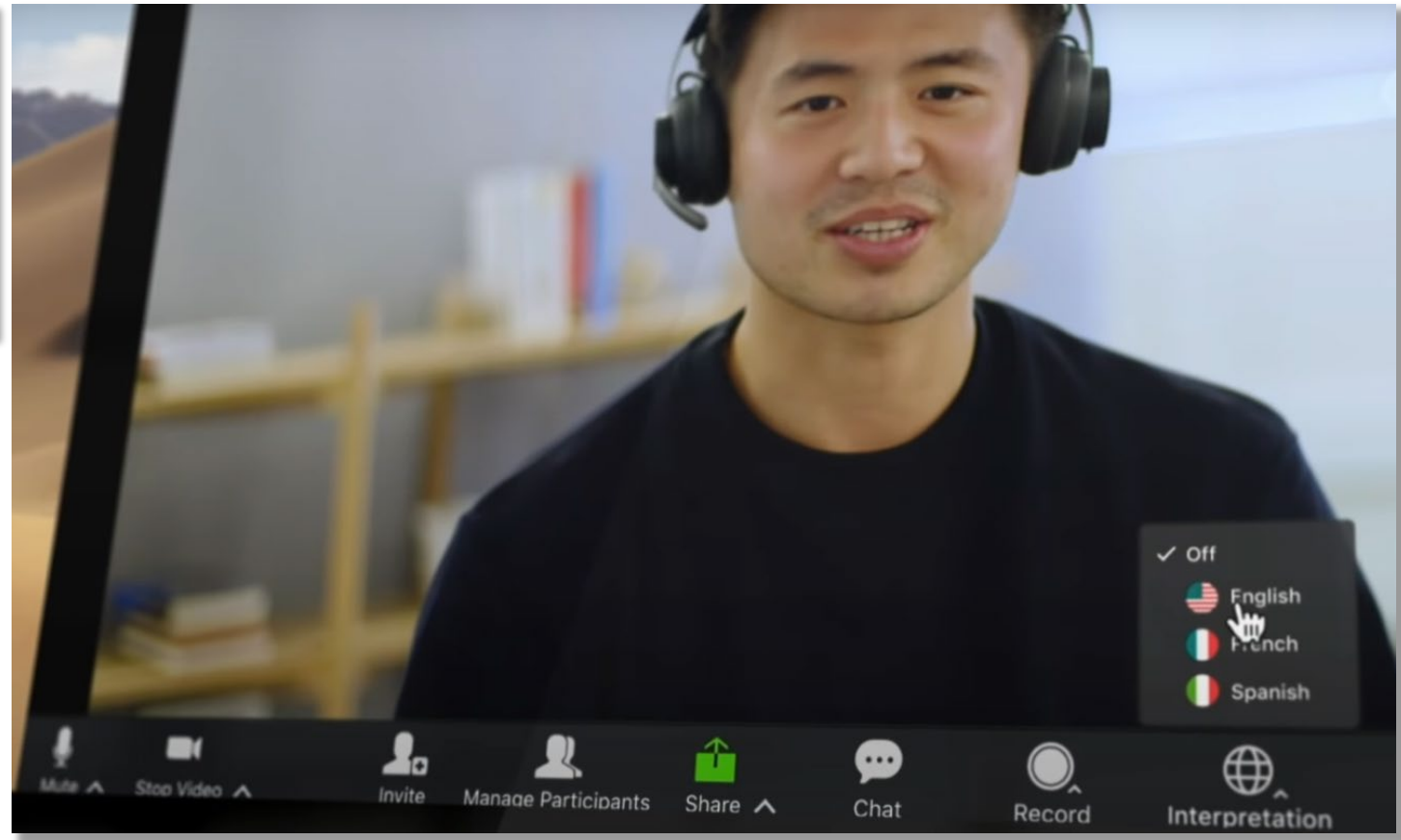
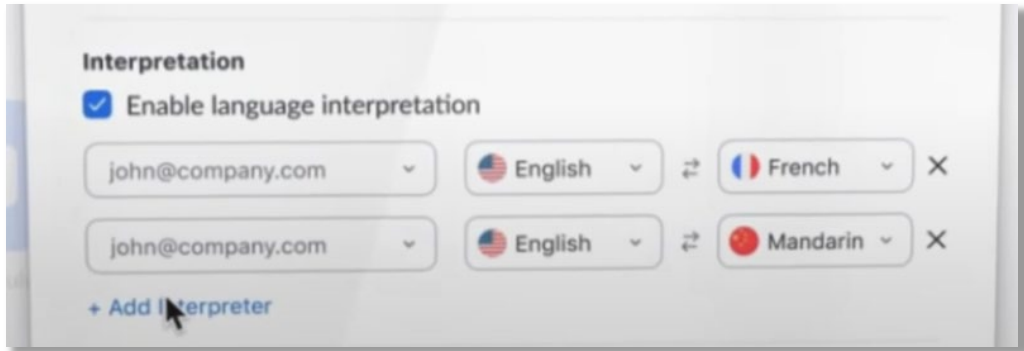
Click **Participants** to see which participants are currently recording.





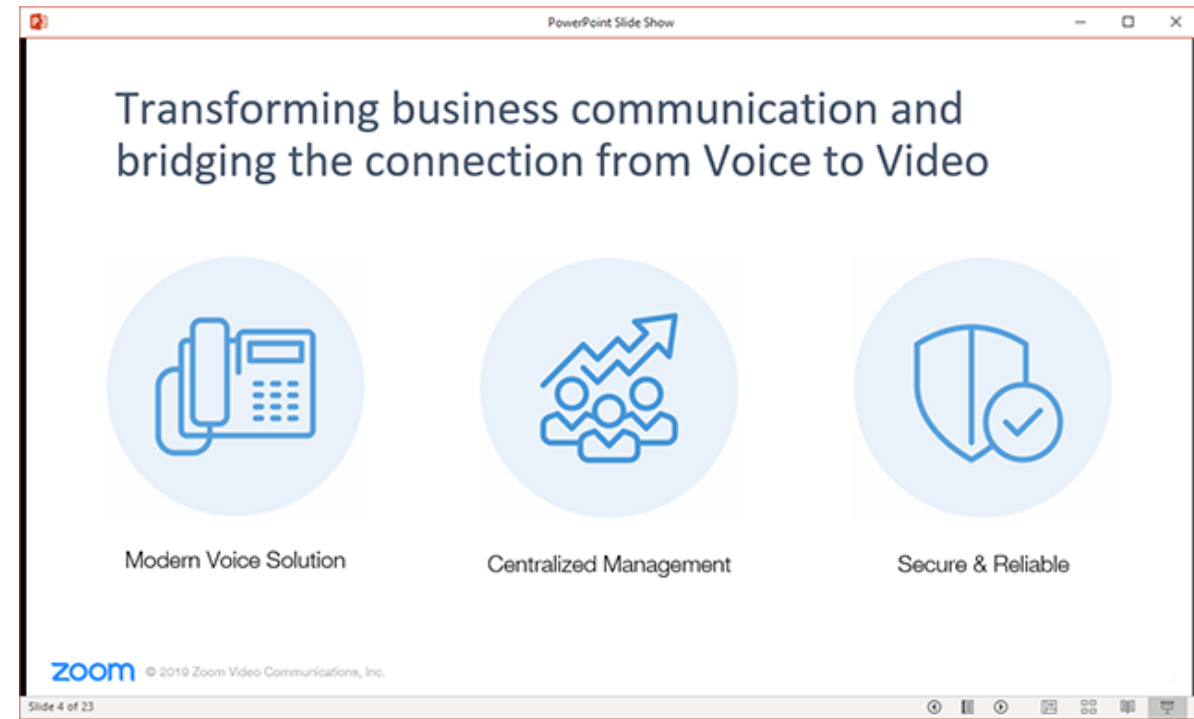
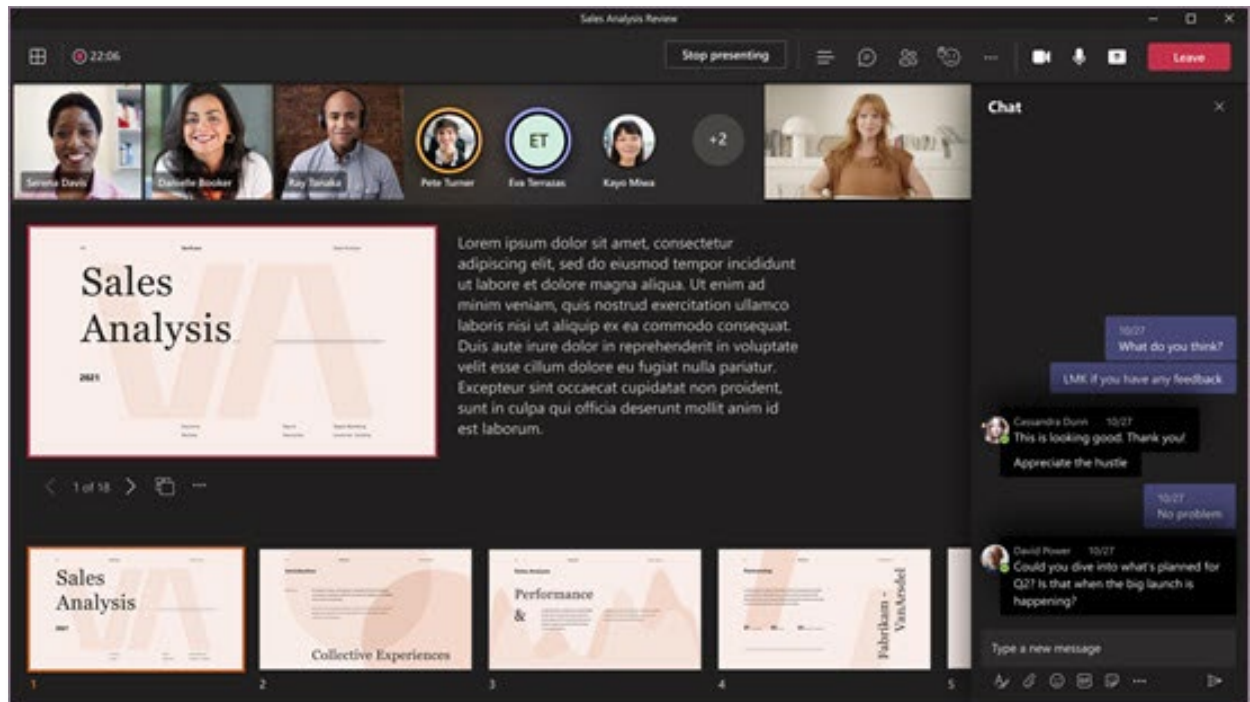
# Translations

zoom ✓



Coming soon...

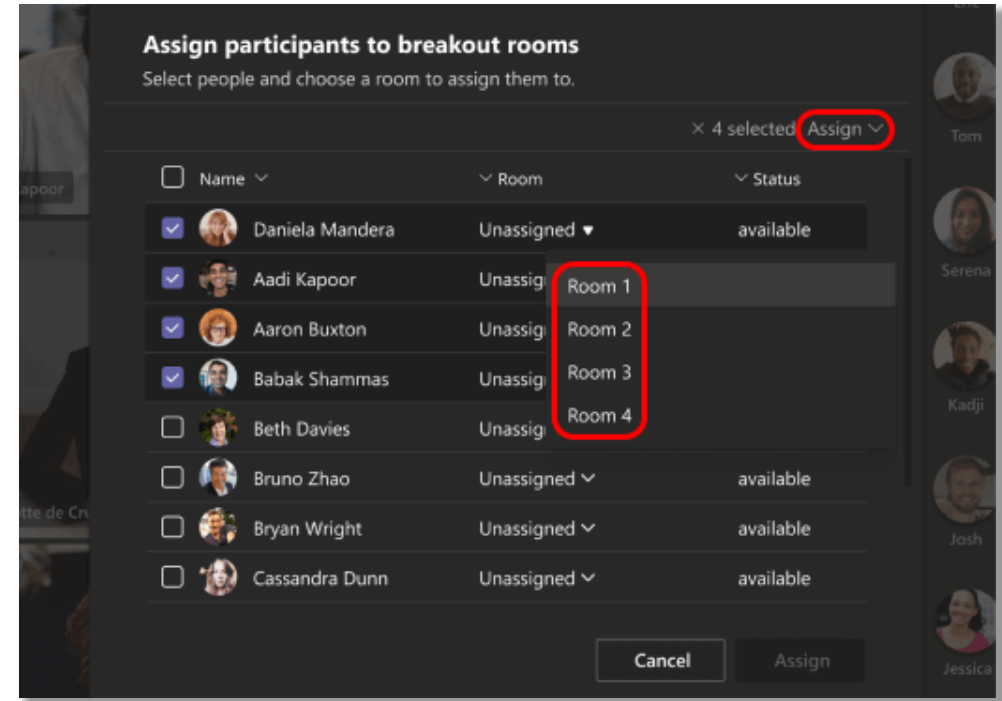
# Presenting



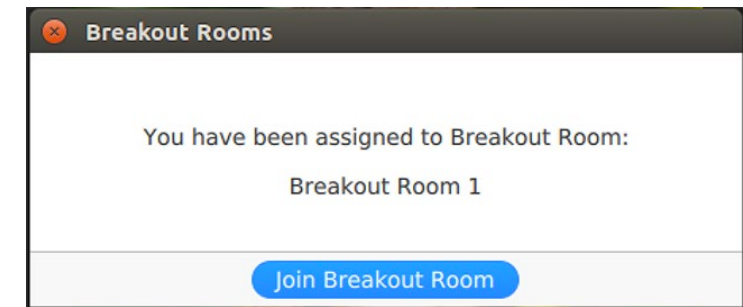


# Breakout Rooms

Get everybody involved and keep discussions more focused in a large meeting or event



zoom





# Whiteboard & Notes



**Upcoming Goals**

**Q1**

- Set up crit schedule
- plan out social media for the next 3 months
- Outsource blog articles
- Organise files
- Clean up work org. chart

**Q2**

- Research shoe design
- Product photoshoot
- Create plan for website transfer
- Update website to reflect new design

**Product Launch Tasks**

- Update progress
- Create roadmap
- Brainstorm names

**Current in app text is top aligned left justified**

**02 Regional Sales Report**

38% US	25% Asia
15% Canada	25% Europe

**Ideas:**

- \* Broad traditional campaign focused on staggered release
- \* Tightly targeted IG/FB campaign ads as pilot

**BRAINSTORMING**

- Do we have a full launch date yet?
- Who, what, and where?
- target young audience
- What is the best phone case for FB?
- Weekly blog post articles and matching social posts?
- Fresh ideas with clean designs
- Research competitors
- What are our international shipping capabilities?
- Shoes need to be durable
- Prepare a FAQ before launch date
- What all will we cover and from other website companies?
- What should have weekly meetings to discuss from other
- What are our needs to make and clean
- How are we doing the structure of the shoe design?

**Strengths**

- Target local peak shopping for launch pre-launch
- Partnership with top distributors
- Great customer review

**Weaknesses**

- Local competition
- Delivery windows
- Supply shortages

**Threats**

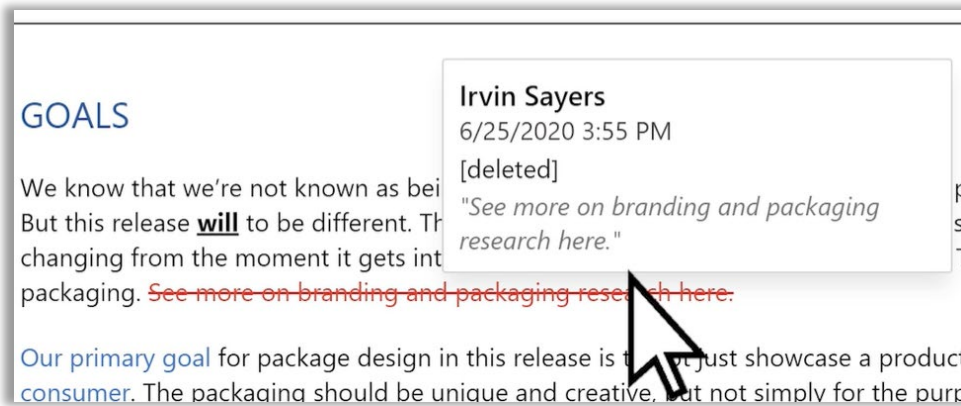
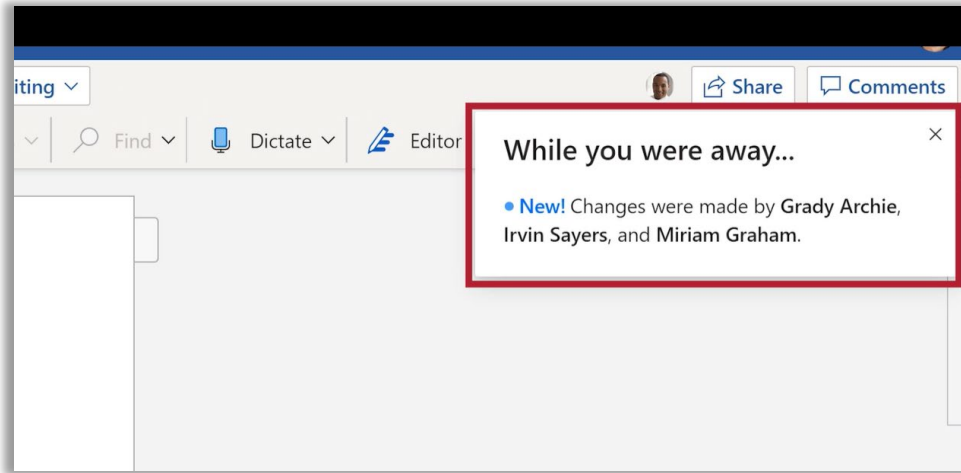
- Price volatility
- 95% only increase
- Shipping delays
- Supplier reliability
- Too many versions
- NEED COST ANALYSIS**

**Opportunities**

- Regional influences
- Local Virgo
- Community support
- Local government engagement



# Co-Authoring & File Sharing



## zoom



# Voting & Polls



Forms  
Powered by Microsoft Forms

Question

- Option 1
- Option 2
- Option 3

+ Add option  Multiple selections

Record names of respondents (only visible to creator)  
 Share aggregated results with respondents

Preview

Meeting chat

Camera Mic Share Leave

Mark Price joined the conversation.  
Mark Price named the meeting to Meeting with Mark Price.  
15:44 Meeting started



Zoom Polls

How to Host a Zoom Webinar 00:00:03

Attendees are now viewing questions

1. How important is it for attendees to join disruption free?

Very important	(5000) 100%
Somewhat important	(0) 0%
Not important	(0) 0%

End Poll



# Reactions & Feedback



- Clapping Hands 🙌
- Thumbs Up 👍
- Heart ❤️
- Tears of Joy 😂
- Open Mouth 😮
- Party Popper (Tada, Celebration) 🎉
- ... (To access the full emoji suite, if allowed by the meeting host)
- Yes ✅
- No ❌
- Slow Down ⏪
- Speed Up ⏩
- I'm away\* ☕
- Raise Hand / Lower Hand 🙋

## **Case study:**

# **Managing the transition from traditional 'face to face' meetings to electronic and hybrid formats**

**Carwen Wynne Howells** – Trustee of The Haven Wolverhampton  
& Director of Number 63 (Soroptimist) Limited and Number 63 Hotel Limited

# Our Team

- **Highly experienced** with an average of 16 years at Pugh
- Dedicated account managers developing **long-term, trustworthy and meaningful relationships**
- Pugh work with you to develop **tailored meeting space packages to meet your exact needs**

Need additional support or still unsure what best suits you?  
We can provide **trial units, live demos, training and technical support.**

**A team of experts...**



**...built upon trust, honesty & respect**

# Q&A



## **Mark Price**

*Modern Workplace Strategist at Pugh Computers*

## **Elfed Jenkins**

*IT Manager & Hardware Specialist at Pugh Computers*

## **Carwen Wynne Howells**

*Trustee of The Haven Wolverhampton  
& Director of Number 63 (Soroptimist) Limited and Number 63 Hotel Limited*

 **Recording will now be turned off for Q&A**



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Thank You

Diolch

 01974 200 201

 [sales@pugh.co.uk](mailto:sales@pugh.co.uk)

 <https://www.pugh.co.uk/>